


RESTRICTED

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

ADMINISTRATION INSTRUCTION
NO. 

13 October 1947

25X1A

SUBJECT: Official Routing Slips

1. Effective immediately the "Official Routing Slip" Form No. 30-4 and "Transmittal Slip Form No. 36-8 will be used for transmitting official papers between Offices and Staff Sections of the Central Intelligence Agency. These forms should also be used for intra-office routing purposes to the extent practicable.

2. Supply of these forms will be maintained by the Supply Division, Services Branch, A&M and may be obtained by requisition.

3. If special intra-office routing slips are essential, they may be used provided that:

- a. Forms 30-4 and 36-8 cannot be made to serve the purpose.
- b. They show no designation of organizational units of an office.

4. Existing intra-office routing forms may continue to be used until new supplies are necessary.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A



Executive for
Administration and Management

DISTRIBUTION: A

ATTACHMENTS:

Sample of Form 30-4
Sample of Form 36-8

(3090)

RESTRICTED

TRANSMITTAL . P		
_____ DATE _____		
TO:		
BUILDING	ROOM NO.	
REMARKS:		
FROM:		
BUILDING	ROOM NO.	EXTENSION
FORM NO. 36-8 SEP 1946		
(1299)		

UNCLASSIFIED		RESTRICTED	CONFIDENTIAL	SECRET
(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)				
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP				
TO		INITIALS	DATE	
1				
2				
3				
4				
5				
FROM		INITIALS	DATE	
1				
2				
3				
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input type="checkbox"/> APPROVAL</div> <div style="width: 33%;"><input type="checkbox"/> INFORMATION</div> <div style="width: 33%;"><input type="checkbox"/> SIGNATURE</div> <div style="width: 33%;"><input type="checkbox"/> ACTION</div> <div style="width: 33%;"><input type="checkbox"/> DIRECT REPLY</div> <div style="width: 33%;"><input type="checkbox"/> RETURN</div> <div style="width: 33%;"><input type="checkbox"/> COMMENT</div> <div style="width: 33%;"><input type="checkbox"/> PREPARATION OF REPLY</div> <div style="width: 33%;"><input type="checkbox"/> DISPATCH</div> <div style="width: 33%;"><input type="checkbox"/> CONCURRENCE</div> <div style="width: 33%;"><input type="checkbox"/> RECOMMENDATION</div> <div style="width: 33%;"><input type="checkbox"/> FILE</div> </div> <p style="margin-top: 10px;">REMARKS:</p> <div style="height: 100px; border: 1px solid black; margin-top: 5px;"></div>				
SECRET		CONFIDENTIAL	RESTRICTED	UNCLASSIFIED

FORM NO. 30-4
SEP 1947

25X1A

RESTRICTED

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

ADMINISTRATION INSTRUCTION
NO. [REDACTED]

13 October 1947

25X1A

SUBJECT: Official Routing Slips

1. Effective immediately the "Official Routing Slip" Form No. 30-4 and "Transmittal Slip Form No. 36-8 will be used for transmitting official papers between Offices and Staff Sections of the Central Intelligence Agency. These forms should also be used for intra-office routing purposes to the extent practicable.
2. Supply of these forms will be maintained by the Supply Division, Services Branch, A&M and may be obtained by requisition.
3. If special intra-office routing slips are essential, they may be used provided that:
 - a. Forms 30-4 and 36-8 cannot be made to serve the purpose.
 - b. They show no designation of organizational units of an office.
4. Existing intra-office routing forms may continue to be used until new supplies are necessary.

25X1A

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]
Executive for
Administration and Management

DISTRIBUTION: A

ATTACHMENTS:

Sample of Form 30-4
Sample of Form 36-8

(3090)

RESTRICTED

Circulate to all
personnel in SFD.
Please initial

Return to
Registry

app. & 1st
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RM

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STATINTL

Adm Lustr
 GENERAL ORDER
 NO. *Sen.* [REDACTED]

10 October 1947

SUBJECT: Official Routing Slips

1. Effective immediately the ~~attached~~ "Official Routing Slip" Form no. 30-4, ^{will be used} is the appropriate form for transmitting official papers between Offices and Staff Sections of the Central Intelligence Agency.

~~The attached "Transmittal Slip" Form No. 36-8 may also be used.~~ *These forms should also be used for intra-office routing purposes to the extent practicable.*

2. Supply of these forms will be maintained by the Supply Division, Services Branch ^{ADM} and may be obtained by requisition.

3. If special intra-office routing slips are essential, they may be used provided that:

- a. Forms 30-4 and 36-8 cannot be made to serve the purpose.
- b. They show no designation of organizational units

of an office.

~~b. Reproduction is by mimeograph or ditto.~~

4. Existing intra-office routing forms may continue to be used until new supplies are necessary.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

DISTRIBUTION: A

attachments
Sample of Form 30-4
" " " 36-8

STATINTL

How about Management approved
intra-office routing slips?
Control thereof
Reproduction: [REDACTED]

UNCLASSIFIED		RESTRICTED (SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)		CONFIDENTIAL		SECRET		TOP SECRET	
CENTRAL INTELLIGENCE GROUP INTER-OFFICE ROUTING SLIP									
FROM:	[REDACTED]				TO	INITIALS	DATE		
	DIRECTOR OF CENTRAL INTELLIGENCE								
	✓ DEPUTY DIRECTOR								
	SECRETARY TO THE DIRECTOR								
	EXECUTIVE OFFICE: EXECUTIVE DIRECTOR								
	ADVISORY COUNCIL								
	EXECUTIVE FOR PERSONNEL & ADMINISTRATION				✓	103	1400		
	CENTRAL RECORDS								
	SECRETARY, NIA								
	CHIEF, INTERDEPARTMENTAL STAFF								
	ASST. DIRECTOR, SPECIAL OPERATIONS								
	ASST. DIRECTOR, REPORTS & ESTIMATES								
	ASST. DIRECTOR, OPERATIONS								
	ASST. DIRECTOR, COLLECTION & DISSEMINATION								
	CHIEF, SECURITY BRANCH								
<div style="display: flex; justify-content: space-between;"> <div> APPROVAL <input type="checkbox"/> ACTION <input type="checkbox"/> RECOMMENDATION <input type="checkbox"/> SIGNATURE <input type="checkbox"/> </div> <div> INFORMATION <input type="checkbox"/> RETURN <input type="checkbox"/> PREPARATION OF REPLY <input type="checkbox"/> CONCURRENCE <input type="checkbox"/> </div> <div> DIRECT REPLY <input type="checkbox"/> COMMENT <input type="checkbox"/> FILE <input type="checkbox"/> DISPATCH <input type="checkbox"/> </div> </div> <p>REMARKS:</p> <p style="text-align: center;"> <i>Approved</i> [REDACTED] </p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> TOP SECRET SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED </div>									

25X1A

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RESTRICTED		CONFIDENTIAL		SECRET		TOP SECRET	
(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)							
CENTRAL INTELLIGENCE INTER-OFFICE ROUTING SLIP							
FROM		TO	INITIALS	DATE			
	DIRECTOR OF CENTRAL INTELLIGENCE						
	DEPUTY DIRECTOR	✓					
	PERSONAL ASSISTANT TO THE DIRECTOR						
	EXECUTIVE OFFICE: EXECUTIVE DIRECTOR						
✓	EXECUTIVE FOR ADMINISTRATION & MANAGEMENT		103	13 Oct 47			
	EXECUTIVE FOR INSPECTION & SECURITY						
	ADVISORY COUNCIL						
	SECRETARY, NIA						
	CHIEF, INTERDEPARTMENTAL STAFF						
	ASSISTANT DIRECTOR, SPECIAL OPERATIONS						
	ASSISTANT DIRECTOR, REPORTS & ESTIMATES						
	ASSISTANT DIRECTOR, OPERATIONS						
	ASST. DIRECTOR, COLLECTION & DISSEMINATION						
	CENTRAL RECORDS						

☒ APPROVAL

☐ INFORMATION

☐ DIRECT REPLY

☐ ACTION

☐ RETURN

☐ COMMENT

☐ RECOMMENDATION

☐ PREPARATION OF REPLY

☐ FILE

☐ SIGNATURE

☐ CONCURRENCE

☐ DISPATCH

REMARKS: *All of our routing slips contain organizational data and they are often handled as unclassified matter. New forms have been cleared by all offices.*

Office 103

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SECRET
TOP SECRET